# Chapter 9 - Civil Schedule - SCH

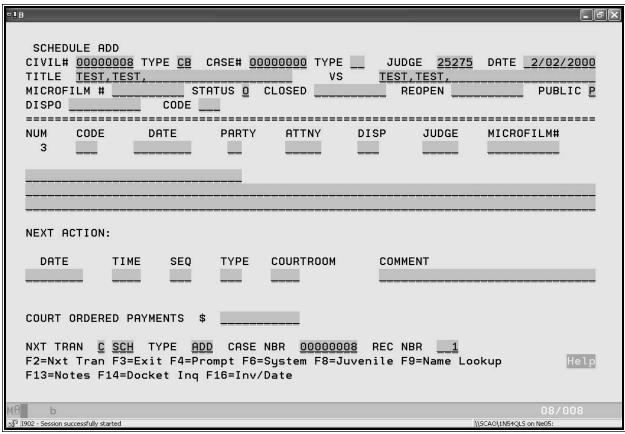
#### Civil Schedule Screen

The civil schedule screen is used to add information about the case. All forms that are added to the file should be entered into the schedule screen. You must have security to update case information.

## Accessing the Civil Schedule Screen:



From the Next Tran Line, enter C SCH in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number. Press <Enter> and the system will display the schedule screen.



Following are the field descriptions for the Schedule Screen.

#### ~Num~

This is the event number assigned by the system.

#### ~Code~

Enter the code for this event. Press <F4> for a list of valid codes. Also see the special instructions for event codes at the end of this chapter.

#### ~Date~

Enter the date of this event.

#### ~Party~

Enter the party nm ber that this event is associated with. Enter "99" to associate this event with the entire case.

## ~Attny~

Enter the attorney's bar number that is associated with this event. Press <F4> for a list of attorneys.

## ~Disp~

Enter the disposition code for this event. Press <F4> for a list of valid dispositions.

## ~Judge~

Enter the Judge's bar number that is associated with this event. Press <F4> for a list of valid bar numbers.

#### ~Microfilm #~

Enter the microfilm number for this event.

#### ~Comment Lines~

Enter comments for this event. Three lines are provided. If blank, the code description will be used.

#### ~Next Action Date~

Enter the next action date into this field.

#### ~Time~

Enter the next action time into this field.

## ~Seq~

Enter the sequence into this field. The sequence is used if more than one event is sheeduled at the same date and time.

# ~Type~

Enter the next action type. Press <F4> for a list of valid types.

#### ~Courtroom~

Enter the courtroom that the next action will be heard in. Press <F4> for a list of valid courtrooms.

#### ~Comment~

Enter the next action comment. If no comment is entered, the system will use the code description.

# ~Court Ordered Payments~

Enter the court ordered payments that apply to this event.

# Adding or Modifying a Schedule

From the Next Tran Line, enter the following:

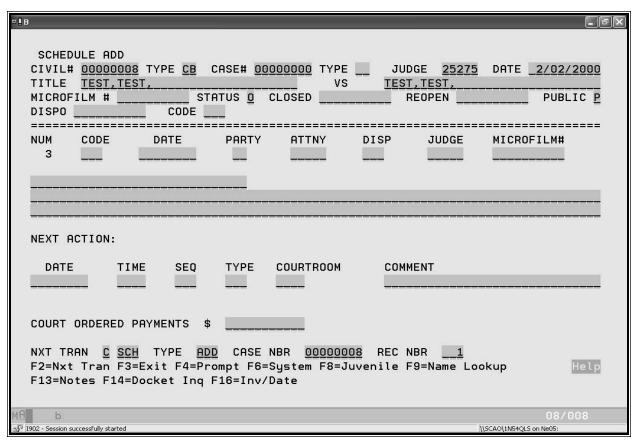
## Adding:



## **Modifying:**



When all information has been added, press <Enter> and the system will display the screen you have requested.



Enter all information regarding the event and press <Enter>. The system will save the event.

## Inquiring on a Schedule

There are two inquiry screens for Schedules:

- 1. Inquiring on all schedules This screen will list all entries for the case and limited information regarding each of them.
- 2. Inquiring on a single schedule This screen will display the actual schedule screen for each individual record. All information from the schedule screen will be displayed on this screen. You must enter the schedule number that you want to inquire on in the REC NBR field for the schedule to be displayed.

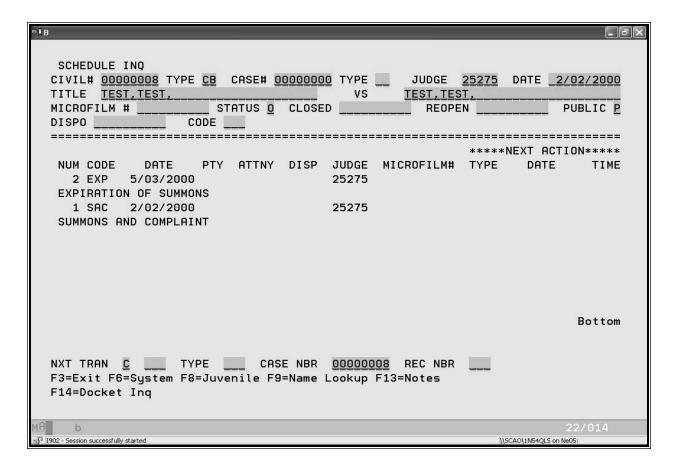
Following are examples of both inquiry screens.

## All Schedule Inquiry:

From the Next Tran Line, enter SCH/INQ in the Next tran and type field along with the case number.

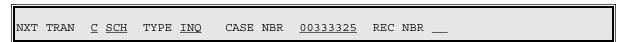
```
NXT TRAN <u>C SCH</u> TYPE <u>INQ</u> CASE NBR <u>00333325</u> REC NBR ___
```

Press <Enter> and the system will display the following screen.

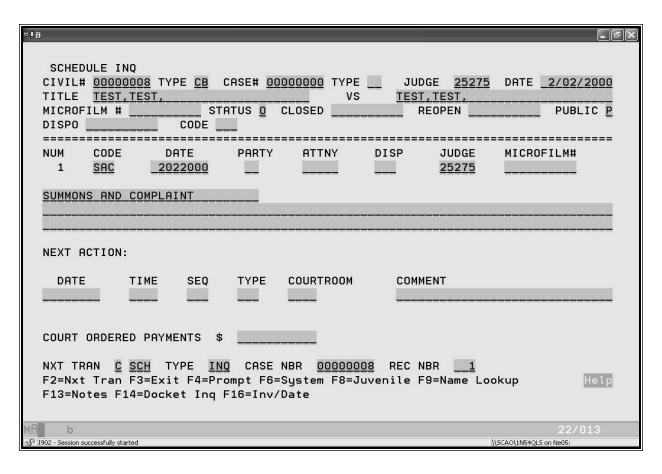


# Single Schedule Inquiry:

From the Next Tran Line, enter SCH/INQ in the Next tran and type field along with the case number and the individual party number.



Press <Enter> and the system will display the following screen.

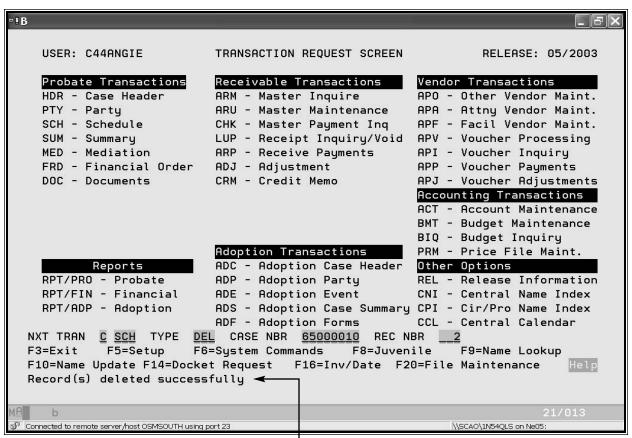


## **Deleting a Schedule**

From the Next Tran Line enter the following information:

```
NXT TRAN <u>C SCH</u> TYPE <u>DEL</u> CASE NBR <u>20035555</u> REC NBR <u>1</u>
```

When all information has been added, press <Enter> and the system will delete the requested schedule.



The system will automatically delete the records.

#### **Civil Schedule Codes**

The following table lists codes that will automatically update the Case Status on the Header screen.

Code	Description	Case Status
MED	Mediation Ordered	M
MRA	Mediation Returned: accepted	
MRC	Mediation Returned: conditional	
MRR	Mediation Returned: rejected	
REO	Order Reopening Case	O
REM	Case remanded	
RAD	Return from under advisement	
UAD	Under Advisement	U

In addition, the following events will update the party fields on the party screen. Use the party field on the schedule screen to associate the schedule with an individual party. A party number of 99 may be used if the event should update all parteis that have not been disposed.

Code	Description	Case Status
ANS	Defendant filed answer to complaint	Date Answered
SVD	Defendant Served with complaint	Date Served
SAC	Summons and Complaint	Complaint Filed
EXP	Expiration of Summons	Summons Expires
ANS	Defendant Filed answer to complaint	Attorney Bar Number
APA	Appearance of Attorney	
CHV	Change of Venue Ordered	
CJO	Civil Judgement Order	
DFT	Defendant Found in Default	
DSM	Dismissed	
FOJ	Final Order of Judgement Filed	Disposition Date and Code
JFD	Judgement for Defendant	
JFP	Judgement for Plaintiff	NOTE: If 99 is used as the party number, all active
NPO	No Progress Order	parties will be disposed and the header will be
NSD	Non-Service Dismissal	closed.
ODM	Order for Dismissal	
RMP	Remand to Probate Court	
RVO	Removal Order	
SET	Settled	